

Volunteers Policy

The Henderson County Public Library believes volunteers are a vital part of any successful public library. Volunteers aid the library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the library, while helping the library expand and enrich its services. The library and its volunteers work together to achieve the goals and mission of the library. The library plans to use volunteers to accomplish one-time large projects that require above normal staffing.

Purpose of Volunteer Policy

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The library reserves the right to change any part of this policy and all other Library policies at any time and to expect, after notification, adherence to the changed policy. Changes or exceptions to this policy may be granted by the Librarian. Changes must be obtained in advance, in writing, and approved by the Librarian. Issues not covered by this policy shall be resolved by the Librarian.

Definition of "Volunteer"

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the library.

Who Can Volunteer

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic. The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers understand that the library may at any time, for any reason terminate the volunteer's relationship with the library.

Volunteers under the age of 18 must have parental consent and may not work without direct supervision by a staff member or an adult volunteer. The library will only accept volunteers 14 and older.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision

Each volunteer will be assigned to an on-site supervisor and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of any change to their schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the library.

Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If volunteers expect to be absent, they should notify their immediate supervisor in advance.

Approved by the Board of Trustees: 6-5-23